



NATIONAL WILDFIRE COORDINATING GROUP

National Interagency Fire Center
3833 S. Development Avenue
Boise, Idaho 83705

MEMORANDUM

Reference: NWCG#012-2009

To: Agency Human Resource / Human Capital Management Officers

From: NWCG Chair *Brian McManis*

Date: April 24, 2009

Subject: Standardization of Geographic Area Coordination Center Job Series and Position Descriptions

Background: Beginning in 2000, Fire Management and Human Resource Officers recognized the need for standard position descriptions and job series for Fire Operations personnel. In most cases, this has been approached on an agency by agency basis. Because of the interagency configuration of dispatch offices on a national scope, the dispatch positions were classified in an interagency manner by the Forest Service and Interior Agencies. In 2004, standard interagency dispatch position descriptions and corresponding job series were implemented for the following field level positions:

Initial Attack Dispatcher	GS-455/462-4/5/6/7
Logistics Dispatcher	GS-2151-4/5/6/7
Assistance Center Manager	GS-455/462/401-9
Center Manager	GS-455/462/401-11

At that time, there was no support for standardizing position descriptions and job series at the Geographic Area Coordination Centers (GACC).

With the recent consolidation of the Forest Service's Human Resource functions to one geographical location in Albuquerque and the implementation of re-engineered processes such as AVUE, consistency and standards are increasingly important.

Recommendation: The intent of National Fire Directors is to have organizational consistency at the GACCs in terms of grade level, job series, and position descriptions. The GACC positions are considered key Fire Management positions. The GACCs are unique in that they have delegated authority by Federal land management agency heads to prioritize

incidents, and allocate and mobilize personnel and equipment throughout the nation for incident emergencies or preparedness needs. The complexity at this level requires broad expertise and prior on-the-line wildland firefighting experience to comprehend and apply Fire Management strategies, tactics, and fire prevention and mitigation procedures to Fire Management objectives and to determine the consequences of proposed actions. These are secondary firefighter positions covered under the provisions of 5 U.S.C. 83369 (c) and under 5 U.S.C. 8412(d) (FERS) and should continue as such.

The National Fire Directors support the organization, job series, and grade levels shown in the attachment and concur with the position descriptions recently validated by the National Coordinators. We recommend that Human Resource personnel work with Kim Christensen, Manager of the National Interagency Coordination Center, and GACC subject matter experts to approve and implement these as standard interagency position descriptions.

Thank you for your assistance in this important task.

cc: NWCG Executive Board

Geographic Area Coordination Center Organization

